



**MEETING MINUTES FOR WEDNESDAY, September 28, 2022**

**Call to Order** – The meeting was called to order by Committee Chair Amy Cesich at 8:32 a.m.

**Roll Call**

<b>Attendee</b>	<b>Status</b>	<b>Arrived</b>	<b>Left Meeting</b>
Amy Cesich	Present		
Brian DeBolt	Yes		
Elizabeth Flowers	Present		
Scott Gengler	Here		
Ruben Rodriguez	Here		

**With five members present, a quorum was established to conduct committee business.**

Others present: Scott Koeppel, County Administrator

**Approval of Agenda** Motion made by Member DeBolt, second by Member Gengler to approve the agenda. **With five members in agreement, the minutes were approved by a 5-0 vote.**

**Approval of Minutes** – Motion made by Member Rodriguez, to approve the minutes from August 24, 2022, second by Member Flowers. **With five members in agreement, the minutes were approved by a 5-0 vote.**

**Monthly Reports**

- **Census Log** – County Administrator Scott Koeppel reviewed the census log with the committee and noted that stray intakes for dogs and owner-surrenders are slightly up. There are currently 11 dogs and 8 cats at the facility. A lot of cats have been adopted this year. The number of rescued animals has been high recently. Mr. Koeppel highly recommends chipping your dog since it is much easier to find the owner and chips are free at Animal Control. **Written report provided.**
- **Bite Report** – Mr. Koeppel reviewed the Bite Report, noted there was a significant number of bite reports 28 total, 3 cat bites, 25 dog bites. **Written report provided.**
- **Operations Report** – Mr. Koeppel reported they are scheduling micro chipping a month in advance. They are doing a couple a day and multiple animals can be chipped per household. The cost of the microchips is a bit higher but is well worth it when dogs can be returned to the owners more quickly.

HR and Director Prestegaard are working together on ways to fill the full-time Kennel Technician position. Currently there are 2 full-time staff and 2 part-time employees at the facility. **Written report provided.**

**Accounting Report** – Mr. Koepfel reviewed the monthly report with the committee. Due to the lack of staff the budget looks good. The number of rabies tags sold has improved but is only at 58% of the budget - through August. This should be closer to 70%, but this could improve next year with the three year tags cycle that Dr. Schlapp had mentioned. The fund balance is good at \$212,000 and other balances are doing well. **Written report provided.**

### **Committee Business**

- *Discussion of Donations Made to KC Animal Control* – Mr. Koepfel checked with the State’s Attorney’s office to make sure we could accept donations at the facility since we are not a non-profit. He briefed the committee that Latreese Caldwell and Jennifer Karrales are working on an inventory control process in order to log and track donations more efficiently and to acknowledge the donators for their donations. The committee discussed better ways to organize the donation area and is considering a color-coding system. This would be ideal for tracking expiration dates, especially the dog food.
- *Discussion of Notice to Heirs and Legatees of the Estate of Max C. Gartner* – The committee reviewed the notice provided to them. Mr. Koepfel stated that we are named in their will but the notice does not show the amount or other details of the notice. He would like to send this to the States Attorney’s Office for assistance on how to appropriately handle this.

Motion made by member DeBolt, second by member Rodriguez to send the *Notice to Heirs and Legatees of the Estate of Max C. Gartner* to the State’s Attorney’s office.

**With five members in agreement, the motion carried by a vote of 5 -0.**

- *Hiring Update* – Mr. Koepfel mentioned that one part-time person left the department but another came back. HR is working on the best outcome to get the new full-time position filled. The position has not been posted yet due to the possibility of hiring someone from within.

**Public Comment** – None

**Executive Session** – Member DeBolt made a motion to enter into Executive Session for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity, second by Member Rodriguez.

**Roll Call**

<b>Attendee</b>	<b>Status</b>
Amy Cesich	Yes
Brian DeBolt	Yes
Elizabeth Flowers	Yes
Scott Gengler	Yes
Ruben Rodriguez	Yes

**With five members voting aye, the motion carried by a vote of 5-0.**

**The meeting reconvened after Executive Session at 9:37.**

**Action Items for the County Board** - None

**Action Items for the Committee of the Whole** – None

**Adjournment** – Member Gengler made a motion to adjourn the meeting, second by Member DeBolt. **With five members present in agreement, the meeting was adjourned at 9:39 a.m.**

Respectfully Submitted,

Sandy Washkowiak  
Administrative Assistant